

**CLASS TITLE: ADMINISTRATOR DIVISION OF
OCCUPATIONAL SAFETY**

Class Code: 02532800
Pay Grade: 35A
EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the coordination, administration, and enforcement of all laws, codes, rules, and regulations pertaining to occupational safety and health as applied to every employer operating in the state; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Director of the Department of Labor with wide latitude for the exercise of independent judgement and action within the limits of established policy.

SUPERVISION EXERCISED: Plans, supervises and reviews the work of the division personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the coordination, administration, and enforcement of all laws, codes, rules, and regulations pertaining to occupational safety and health as applied to every employer operating in the state.

To be responsible for the inspection of boilers and elevators.

To plan, organize and direct safety campaigns and conferences.

To assist employers in reducing industrial hazards.

As required, to serve as a member of the Code Commission for Occupational Safety and Health in place of the Director of Labor.

To be responsible for first-aid facilities in industrial establishments.

To be responsible for granting exceptions to particular code provisions in cases where practical difficulties necessitate such exceptions.

To be responsible for issuing permits to act as an authorized inspection of boilers, or elevators such as qualified employees of insurance carriers.

To approve all eye protection devices used in schools and colleges.

To plan and direct the work of field inspectors and office personnel.

To review the reports of inspectors dealing with violations of the regulations falling within the inspectors' jurisdiction, and to make decisions as to their disposition.

To prepare annual and special reports covering the activities of the division.

To cooperate with city and town officials in matters pertaining to building inspection, fire prevention, safety inspection of carnivals, etc.

To investigate industrial fatalities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A thorough knowledge of Rhode Island laws and regulations applicable to occupational safety and health codes; a thorough knowledge of safety engineering theory and practice; a thorough knowledge of the principles and objectives of industrial safety; ability to plan, supervise and review the work of others; ability to prepare reports containing findings, conclusion and recommendations; ability to establish and maintain good public relations with labor, management and the public; the ability to meet and address people singly or in large groups; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing including or supplemented by courses in industrial safety; and

Experience: Such as may have been gained through: employment in a responsible position in the field of industrial or public safety engineering.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: September 2, 1973

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